

## **CENTRAL GROUNDWATER TREATMENT FACILITY COORDINATOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Central Groundwater Treatment Facility Coordinator position exists is to maximize the efficient operation and maintenance of all facets of the central groundwater treatment facility (CGTF), a 13.5 mgd NIBW SuperFund TCE remediation air stripping water treatment facility. This position may or may not supervise. This position reports directly to the Water Operations Director.

### **ESSENTIAL FUNCTIONS**

Serves as CGTF operations technical expert. Member of the Scottsdale SuperFund team and meets regularly with regulatory agencies, such as the Environmental Protection Agency (EPA), Arizona Department of Environmental Quality (ADEQ), Arizona Department of Water Resources (ADWR) and Maricopa County Environmental Services (MCES) and technical staff representing the participating companies conducting the remediation work.

Oversees and provides hands on operation and maintenance of plant equipment and processes related to water and air stripping systems. Directs assigned employee(s), prioritizing activities in operation and maintenance of wells, air stripping columns, facility and equipment maintenance and delivery of water to potable system or other end use. CGTF operation will be in manual or in automatic mode via computerized control system (SCADA).

Oversees and assists with sampling of plant influent water and treated finished water incorporating chain of custody procedures. Oversees and assists with sampling of carbon contact air influent and effluent incorporating chain of custody procedures. Interprets laboratory results. Computerize test data results to develop information trends to monitor plant performance and treated water quality.

Ensures CGTF stays in operational compliance with all regulatory and permit requirements. Prepares daily, weekly, monthly and annual reports detailing the operations at the CGTF using regulatory agency protocol and requirements.

Assists in developing and monitoring budget for SuperFund unit. Performs contract administrator duties.

Works with hazardous chemicals, such as chlorine, adhering to ADOSH and Water Resources departmental guidelines. Orders carbon and other chemicals used in the CGTF operations and arranges for the recycling of spent carbon. Prepares and maintains all required shipping manifests including disposal acknowledgments.

Ensures facility appearance is acceptable and work environment is safe, clean and orderly. Activities include washing equipment and machinery, painting, grounds maintenance and other custodial duties. Conducts facility tours for individuals and groups ranging from engineers to school children.

May direct the work of others, including hiring, training, and performance evaluations.

Attendance and punctuality are essential functions of this position.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

##### Knowledge of:

OSHA guidelines related to water and wastewater treatment facilities.

Mechanical and electrical troubleshooting.

Hands-on operating and being sole operator of a facility is preferred.

Ability to:

Meet all State of Arizona OSHA guidelines and requirements applicable to water and wastewater treatment facilities.

Work rotating shifts, weekends and holidays on a regular basis.

Move heavy objects; traverse up and down stairs and over rough terrain.

Perform maintenance functions requiring manual dexterity and precision measurements.

Supervise support personnel; schedule training; prepare and present effective performance evaluations; and provide day to day operations.

Establish and maintain effective working relationships with coworkers, supervisors, and the general public.

Perform all routine operator functions.

Enter data or information into a terminal, PC or other keyboard device.

Communicate effectively both verbally and in writing.

Listen and communicate effectively with a diverse group of people.

**Education & Experience:**

Any combination of training and experience equivalent to five (5) years of operation and maintenance of a water and/or wastewater treatment facility including some supervisory experience. Training and experience must include working with advanced computerized systems utilized in controlling water and wastewater treatment facilities. Experience in creating and maintaining computer databases used in reports and spread sheets is necessary.

Technical training and/or college courses in water and/or wastewater technology, biology, chemistry, or related field is desirable.

A valid Driver's License with no serious citations is required for all driving positions.

**SPECIAL REQUIREMENTS:** Possession of a Grade III certification from the Arizona Department of Environmental Quality in Water Treatment is required. Grade IV certification required within one year. Of hire.

FLSA Status: Non -Exempt

HR Ordinance Status: Classified